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OUTLINE OF RECORDS OFFICERS MEETING

Monday, 8 March - 2:00 PM - DDS/DCI

Tuesday, 9 March - 10:00 AM - DDS/DDS&T

Time limit on use of Conference Room - Skip Introductions

1. Our Meeting concerns primarily the President's Moratorium on the purchasing of filing equipment; however there are several significant announcements that I want to make first.
2. Bibliography for Records Managers. A copy was put in the mail today for each one of you. This is a valuable reference document for all of us. Let me know if you need additional copies.
3. Records Administration Program Guide - I sent a copy to each one of you today. This is a modification of a similar publication we issued in 1954. I hope it will be helpful in getting your records management job accomplished.
4. April Meeting of All Agency Records Officers. I have arranged for Bob Meeham, Navy, to be our Guest Speaker. His subject - "The Navy SCRAP Project". Do you have a suggested date?
5. June Meeting of All Agency Records Officers - Dr. Everett O. Alldredge, Deputy Assistant Archivist, has agreed to be our guest speaker. His topic will be Computers and Records Management.
6. "Self Mailer" - Form 395. Here is a form that eliminates dictated letters by both the addressee and addressor. It is used by the Library to good advantage. Maybe some of you can use the idea too. (Incidentally, we are having excellent experience with the Speed Letter). Procurement Division of Logistics is also using this idea.
7. ORR Quarterly Report of Records Destroyed - [] is getting good results from his technique of getting a quarterly report of records destroyed by each component; [] sends them a document to fill in the amount of material destroyed for each item on his Records Control Schedule. You might call [] about this - his number []
8. This concludes my announcements - Do you have any?
9. Now let's get to the Main Topic of our Meeting - The Moratorium on Purchase of Filing Cabinets. (See Attached). - *See 3-3-2-a*

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